

MINUTES OF MEETING OF THE BOARD OF PUBLIC WORKS, DECEMBER 10, 1948

The Board of Public Works met in the office of the Governor, State House, Annapolis, Maryland, on Friday, December 10, 1948.

There were present:

Wm. Preston Lane, Jr., Governor
James J. Lacy, Comptroller
Hooper S. Miles, Treasurer.

Mr. James G. Rennie, Director of the Department of Budget and Procurement, and Mr. John B. Funk, Chief Engineer of Maryland, also attended the meeting.

The Minutes of the meeting of December 2, 1948, copies of which were sent to each member of the Board, were approved.

CONSTRUCTION:

Comptroller of the Treasury --

Upon the recommendation of Mr. Funk, the Board approved the award of a contract by the Comptroller of the Treasury-Retail Sales Tax Division to K. & L. Construction Co., in the amount of \$402.80, for miscellaneous repair and maintenance work, with payment to be made from the current budget of the division.

Upon the recommendation of Mr. Funk, the Board approved an extension to an existing contract with K. & L. Construction Co. for additional work necessary in the offices of the Retail Sales Tax Division, in the amount of \$77.71. Payment is to be made from the current budget of the division.

Crownsville State Hospital --

The Secretary brought to the attention of the Board copy of letter dated November 26, 1948, written by Crownsville State Hospital to the Department of Public Improvements, requesting authority to charge an invoice in the amount of \$37.50 from H. G. Trueman, for hauling from Solomon's Island to Crownsville, to the General Construction Loan of 1947-Housing for Employees. Through an error, this invoice was charged to the current operating budget of the institution.

The Board approved the requested change in payment.

Deer's Head State Hospital --

- 1- Mr. Funk discussed with the Board the matter of his contact with the State Roads Commission relative to the preparation of plans for the approach bridge to Deer's Head State Hospital. Mr. Funk stated that he was advised by the Commission that because of the great amount of work the Commission's Engineering Department has on hand at this time, it will not be able to take care of these plans. If the work were to be done by the Commission, it would be necessary to bring in some outside engineers on special employment.

After a discussion of this matter, the Governor stated that action on the matter could be deferred for the time being and that he would probably have an opportunity to talk with the State Roads Commission in the near future and make some satisfactory arrangement with them for the work.

- 2- Mr. Rennie reported to the Board that he was not ready, at this meeting, to make a report as to the specific equipment desired by the State Department of Health for the Deer's Head State Hospital, but that the matter was receiving attention and that he would report to the Board at a later meeting.

Department of Budget & Procurement --

Upon the recommendation of Mr. Rennie, the Board approved the expenditure of \$1,200.00 from the General Construction Loan of 1947 by the Department of Budget and Procurement to Selby, Battersby and Company for repairs to asphalt tile floors in the offices of that department.

Department of Game and Inland Fish --

Upon the recommendation of Mr. Funk, the Board approved the award of contracts by the Department of Game and Inland Fish, in the following instances:-

Beaver Creek Fisheries, Boonsboro, Maryland, for the construction of Fish Ponds, to L. R. Waesche & Sons, Inc., in the amount of \$4,500.00, payable from the current operating budget, Item #603.

Millington Game Refuge, for installation of an electric pump, to Middletown Well Drilling Co., in the amount of \$248.00, payable from the funds reserved for erection of the cottage for the Game Warden.

Wicomico State Game Farm, Salisbury, for installation of an oil burner and storage tank in the home of the Superintendent, to Lewis Morgan & Son, in the amount of \$350.00, payable from Item #502, of the department's current budget.

Department of Public Buildings and Grounds --

1- Upon the recommendation of Mr. Funk, the Board approved appointment of Lawrence H. Fowler and Henry Powell Hopkins as architects for the restoration of the old Treasury Building, on the State Capital Grounds, Annapolis.

2- Upon the recommendation of Mr. Funk, the Board approved payment of \$638.73 to Taylor and Fisher, architects for the alterations to the conservatory in the Executive Mansion totaling \$9,124.73, this work having been completed last fall. Funds are available in the ~~Post-War Construction Fund~~ General Construction Loan of 1947.

\$227.06 3- Upon the recommendation of Mr. Funk, the Board approved the expenditure of a sum not to exceed ~~\$577.00~~ for repairs to heating connections in the basement of the Governor's Mansion, Annapolis, this work to be accomplished on a time-and-material basis by John R. Crocker Company. Payment is to be made from the ~~Post-War Construction Fund~~. Item #201 of the current budget of the Department of Public Buildings and Grounds.

Department of Public Improvements --

1- After due consideration of request made by Mr. Funk, the Board approved the employment of an additional Senior Stenographer by the Department of Public Improvements on a temporary basis for about 3 months, at a salary of \$2,035.00, annually. The need for this position has been emphasized by the recommendation of the State Auditor's Office to facilitate compiling records, accounts and invoices for the Demolition of the Amphibious Base at Solomons, Maryland. Payment for this salary is to be made from the Solomons Base Account.

2- Mr. Funk brought to the attention of the Board the matter of requests being received from State institutions for capital improvements and recommended as a method of approach in reviewing these requests the making of a "Utilization of Space Study" at each institution and department submitting requests for capital improvements.

After considering the matter fully, the Board authorized the Department of Public Improvements to undertake such a study and approved an allotment of \$5,000.00 from the Post War Construction Fund, for expenses.

3- Upon the recommendation of Mr. Funk, the Board approved the appointment of Raymond DeFrafft, on a contractual basis, as Draftsman for the preparation of Record Drawings of Institutions in connection with the Property Survey Project, at a salary of \$75.00 per week.

Department of Tidewater Fisheries --

The Secretary brought to the attention of the Board a letter received from the Department of Tidewater Fisheries advising of the confiscation of the boat "Marjorie" in the case of Rufus Elliott, and requesting permission to expend \$6,425.00 for certain modifications to make the boat usable for patrol work.

After due consideration, the Board approved the request, with payment to be made from the General Construction Loan of 1947.

(Construction)

Eastern Shore State Hospital --

Upon the recommendation of Mr. Funk, the Board approved award of a contract by Eastern Shore State Hospital to Webster Waterproofing Company, in the amount of \$2,975.00, for waterproofing work on the northeast side of the Ritchie Building. Payment is to be made from the General Construction Loan of 1947-Deferred maintenance of Institutional Buildings.

Engineers --

Mr. Funk advised the Board that the work contemplated for the following institutions requires a study of present facilities and future requirements, including cost estimates, and recommended the appointment of the engineers as shown in each case:-

Bowie State Teachers College - Water, and Sewage - Sandlass, Wieman & Assoc.	
Towson State Teachers College - Water, and Sewage - " " " "	
Frostburg State Teachers College - Water, and Sewage - " " " "	
Salisbury State Teachers College - Water, and Sewage - " " " "	
Rosewood State Training School - Water, steam, gas, and sewerage - Eiser & Akers.	

The Board approved the recommendations of Mr. Funk, with the understanding that any fees due for such work will be based on the Standard Scale for any work included in the 1949 Bond Issue.

Executive Department --

Upon the recommendation of Mr. Funk, the Board approved the appointment of Henry Powell Hopkins, architect, to decorate the new executive offices in the O'Sullivan Building, Baltimore.

Maryland Penitentiary --

1-Upon the recommendation of Mr. Rennie, the Board approved contract between the Maryland Penitentiary and Robert S. Green, in the amount of \$331.25, for building materials, payable from the General Construction Loan of 1947-Deferred maintenance and improvements of refrigeration.

2-Upon the recommendation of Mr. Funk, the Board approved award of the following contracts by the Maryland Penitentiary, payable from the General Construction Loan of 1947-special allotment of \$6,000 for dormitory facilities:-

H. J. Gettemueller Co.	\$17.52
Maryland Penitentiary	6.30
James Robertson Co.	18.36.

3-Upon the recommendation of Mr. Funk, the Board approved the award of a contract by the Maryland Penitentiary to National Engineering Co., in the amount of \$1,568.00, for refractory repairs to the #1 Boiler, with payment to be made from the current budget of the institution.

4-Upon the recommendation of Mr. Funk, the Board approved an increase in the rate for the plumbing superintendent authorized on September 29, 1948, for the Maryland Penitentiary-Shop "G" Building, from \$2.75 per hour to \$3.15 per hour, to include insurance and unemployment liability amounts not previously authorized. Payment is to be made from the State Use Funds authorized for repairs and renovations at the institution.

Maryland State Police --

1-The Board formally approved payment of \$30.00 to Colwill Construction Co. by the Maryland State Police from the Post War Construction Fund for roof covering of tarpaulin.

2-Upon the recommendation of Mr. Funk, the Board approved the expenditure of \$131.90 by the Maryland State Police, for emergency cleaning and repairs to the sewerage system at the Conowingo Police Barracks, payable from the current budget of the department.

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(Construction)

Maryland State School for the Deaf --

Upon the recommendation of Mr. Rennie, the Board approved award of a contract by Maryland State School for the Deaf to General Electric Co., in the amount of \$2,314.51, for kitchen cooking equipment and electrical lead cable, payable from the General Construction Loan of 1947-Deferred Maintenance.

Maryland Training School for Boys --

- 1- Upon the recommendation of Mr. Rennie, the Board approved award of the following contracts by Maryland Training School for Boys, payable from the allocation of \$5,000 from the Post War Construction Fund for plumbing supplies, etc., previously authorized by the Board:-

Westinghouse Electric Supply Co., for electrical supplies	\$ 96.65
Monumental Electric Supply Co., for wire	207.13
	<u>\$303.78.</u>

- 2- Upon the recommendation of Mr. Rennie, the Board approved award of the following contracts by Maryland Training School for Boys, payable from the General Construction Loan of 1947-Deferred Maintenance of Institutional Buildings:-

Monumental Brick & Supply Co., for masonry materials \$385.00,
and, General Construction Loan of 1947-Deferred Maintenance of Farm Buildings:-

H. T. Campbell Sons, for ready-mixed concrete \$134.55

- 3- Upon the recommendation of Mr. Funk, the Board approved contract between Maryland Training School for Boys and McCann Bros., in the amount of \$535.67, for repairing the Pump House damaged by fire at that institution, and authorized payment of the contract from the Board of Public Works-Fire Losses-State Property" account.

Maryland Training School for Colored Girls:--

- 1- The Secretary brought to the attention of the Board the matter of construction of the sewer line and monthly service charge for disposal of sewerage at the Maryland Training School for Colored Girls, which matter is being investigated by Mr. Funk. There is the sum of \$30,000 available for this construction in the General Construction Loan of 1947.

Mr. Funk stated that the matter is receiving attention but that a full report is not yet ready and will be submitted at a later meeting.

- 2- The Secretary brought to the attention of the Board a communication received from Mr. J. Milton Patterson, Director of the State Department of Public Welfare, submitting request of the Maryland Training School for Colored Girls for funds for furniture and furnishings for the new cottage at that institution, as follows:-

Furniture - \$2,421.34	House furnishings - \$1,744.27
Mattresses and Pillows - \$218.85,	

as there are no surplus funds available to the school in its current operating budget.

After a discussion of the matter, the Board authorized the use of \$4,385.00 from the \$250,000 appropriation in Miscellaneous Appropriation No. 7, Item #1-Special Contingent Fund, for these purchases. It is understood that all purchases will be cleared through the Department of Budget and Procurement.

Maryland Tuberculosis Sanatoria --

- 1- Upon the recommendation of Mr. Funk, the Board approved the expenditure of \$77.50 by Maryland Tuberculosis Sanatorium for the hauling of trusses from the Solomons Base to Sabillasville, from the General Construction Loan of 1947-Deferred Maintenance of Farm Buildings-Sabillasville.

- 2- Upon the recommendation of Mr. Funk, the Board approved the expenditure of \$22.75 for nails at the Henryton Tuberculosis Sanatorium, payable from the General Construction Loan of 1947-Deferred maintenance and improvement of Farm Buildings-Henryton.

(Construction)

(Maryland Tuberculosis Sanatoria)

- 3- Upon the recommendation of Mr. Rennie, the Board approved contract between Henryton Tuberculosis Sanatorium and R. W. Carter, for rough oak lumber, in the amount of \$272.00, payable from the General Construction Loan of 1947-Improvement of Farm Buildings at Henryton.
- 4- Upon the recommendation of Mr. Rennie, the Board approved the award of the following contracts for the Maryland Tuberculosis Sanatoria, payable from the special allotment of \$98,000.00 previously authorized by the Board for the purchase of equipment.

State Sanatorium:-

Otto-Harling Co., for dishwasher	\$2,674.42
Underwood Elliott Fisher, for typewriter	121.09
Baltimore Stationery Co., for 5 oak side chairs	101.25
Baltimore Stationery Co., for bookcase	52.80
State Use Industries, for typewriter desk	45.00
General Electric Supply Co., for 7 automatic toasters	493.50
E. J. Callahan & Co., for calorimeter	178.00
E. J. Callahan & Co., for laboratory glassware & equipment	274.35
Murray-Baumgartner Surgical Instrument Co., for laboratory glassware and equipment	127.23
Arthur H. Thomas Co., for laboratory glassware & equipment (plus freight from Philadelphia)	10.98 (11.95)
Fisher Scientific Co., for laboratory glassware & equipment	124.36
State Use Industries, for tables and chairs	4,446.00
Capital Lumber Co., for building materials for new laboratory	227.60
Underwood Elliott Fisher, for typewriter	121.09
Ellerbrock Co., for meat slicer	309.00
Victor Cushwa & Sons, for brick for refrigeration construction	100.50
Kent (G. W. Blanchard) for floor polishing machine	234.22
	<u>\$9,641.39+.97</u>

Henryton:-

Fisher Scientific Co., for test tube baskets	\$ 2.30
Micro-Mart, for binocular microscope	427.50
A. S. Aloe Co., for blood cell counter, etc.	63.50
Eimer & Amend, for gas apparatus, mercury, etc.	90.16
E. J. Callahan, for 50cc flasks, rubber stoppers, etc.	11.94
Murray Baumgartner, for 5 calorimeters, centrifuge, etc.	492.71
Otto-Harling Co., for dishwasher	2,674.42
John Hoose Co., for 6 glider carts	76.80
State Use Industries, for 6 tables	270.00
Jones Metabolism Equipment Co., for metabolic rate apparatus	361.00
	<u>\$4,470.33</u>

Pine Bluff:-

Westinghouse Electric Corp., for X-ray cabinet	\$ 95.75
Shaw-Walker, for files	360.55
Shepherd Electric Co., for 2 water coolers	325.00
John M. Seney Co., for tray conveyor	67.35
Prometheus Electric Corp., for food conveyors	840.90
Wicomico County Farm Bureau Corp., for garden tractor	503.17
Whitaker Paper Co., for 5 towel cabinets	10.00
Will Ross, Inc., for diet kitchen range	69.75
Hillyard Sales Co., for floor machine	289.50
Arts Craft, for 42 Venetian blinds	269.11
L. A. Benson Co., Inc., for air compressor	253.70
H. B. Manufacturing Co., for set of furniture	120.15
State Use Industries, for magazine rack	54.00
Modern Stationery Co., for 5 sectional bookcases	223.75
	<u>\$3,482.68</u>

Pine Bluff:- Hospital Equipment

State Use Industries	\$1,768.50
Kloman Instrument Co.	960.20
Colson Merriam Co.	594.28
Murray-Baumgartner Surgical Instrument Co.	370.35
	<u>\$3,693.33</u>

(Construction)

(Maryland Tuberculosis Sanatoria)

Mount Wilson:-

Micro-Mart, for binocular microscope	\$ 427.50
General Electric Supply Corp., for electric range	470.34
Tri-State Electric Supply Corp., for toasters	42.42
Ellerbrock Co., for potato peeler	313.60
State Use Industries, extra on account of change in size of casters for 48 surgical beds, approved by depart- ment as \$1920 on Oct. 21, 1948:	2,160.00
	<u>\$3,413.86</u>

Mount Wilson:- Surgical instruments

A. J. Buck Co.	\$ 24.34
Murray-Baumgartner Surgical Instrument Co.	23.67
A. S. Aloe Co.	62.39
	<u>\$ 110.40</u>

Mount Wilson:- Hospital equipment

Colson Merriam Co.	\$ 363.72
Kloman Instrument Co.	272.00
Murray-Baumgartner Surgical Instrument Co.	1,555.45
	<u>\$2,191.17</u>

Military Department --

- 1- Upon the recommendation of Mr. Funk, the Board approved an extension of the present contract between the Military Department and J. George Bensel, for alterations and repairs to Room #10 of the 5th Regiment Armory, in the amount of \$100.00, payable from the General Construction Loan of 1947. The present contract is now \$1,680.00.
- 2- Upon the recommendation of Mr. Funk, the Board approved the award of the following contracts by the Military Department, payable from the General Construction Loan of 1947:-

W. Earl Hershey, for repairs to heating plant at the Laurel Armory.	\$500.00
Windsor Construction Co., for renovation work in Room #8 at the 5th Regiment Armory.	485.00

The Miners Hospital --

Upon the recommendation of Mr. Funk, the Board approved the expenditure of \$148.75 by The Miners Hospital for repairs to the elevator at that institution by the Otis Elevator Company, payable from the current budget of the hospital.

Montrose School for Girls --

Upon the recommendation of Mr. Funk, the Board approved the award of a contract to J. R. Rimbey by Montrose School for Girls, in the amount of \$4,180.00, for miscellaneous painting and repair work. Payment for this contract is to be made from:-

Budget Item #201	\$2,985.00
General Construction Loan of 1947-Renovation of existing quarters	657.63
General Construction Loan of 1947-Remodeling and improvements to old bathrooms	537.37.

Morgan State College --

Mr. Rennie advised the Board that investigation by the Department of Budget and Procurement at Morgan State College had disclosed the desirability for the equipment for a Statistical Laboratory at that institution, as requested by the school at the meeting of the Board held on September 29, 1948.

Upon the recommendation of Mr. Rennie, the Board approved the award of the following contracts by the school for equipment for the Statistical Laboratory, being educational calculating equipment:

Burroughs Adding Machine Co.	\$ 391.50
Baltimore Business Machine Co.	2,047.65
Baltimore Business Machine Co.	225.25

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(Morgan State College)

Marchant Calculating Machine Co.	\$ 637.50
Marchant Calculating Machine Co.	2,720.00
Underwood Corp.	297.00
Remington Rand, Inc.	<u>373.12</u>
	\$6,692.02.

Payment is to be made from the General Construction Loan of 1947-Laboratory, Classroom, Household, Library and Educational Equipment.

Rosewood State Training School --

Upon the recommendation of Mr. Rennie, the Board approved award of contract by Rosewood State Training School to State Use Industries, in the amount of \$943.50, for 51 Mattresses, payable from the General Construction Loan of 1947-Building to House Employees.

St. Mary's Female Seminary --

The Secretary brought to the attention of the Board a memorandum dated November 5, 1948, of the State Comptroller's Office relative to the invoice received for the construction of the Bulkhead at St. Mary's Female Seminary by the State Roads Commission, in the amount of \$28,448.31, for which there is \$11,310.00 in the Post War Construction Fund and \$9,800.00 in the General Construction Loan of 1947.

The Board deferred consideration of the entire memorandum until further information was available relative to the increase in cost for the construction of the Bulkhead, and requested the Secretary to contact the State Roads Commission concerning this work.

St. Mary's Industrial School for Boys --

Upon the recommendation of Mr. Funk, the Board approved the following expenditures on behalf of St. Mary's Industrial School for Boys from the funds authorized out of the Post War Construction Fund at its meeting of August 13, 1948.

For the purchase of paint	\$ 407.09
For interior painting by Blair Bros.	4,167.00.

Solomons Base --

Mr. Funk advised the Board that he was in receipt of a letter signed by the Board of County Commissioners of Calvert County, dated October 8, 1948, requesting allocation of certain materials from the Solomons Base for use in connection with Hospital construction in Calvert County, and that the Attorney General has advised that this request is sufficient for the release of the materials.

After a discussion of the matter, the Board authorized the release of \$10,000 of such materials to the County Commissioners of Calvert County, and as covered in the minutes of the meeting of the Board held on August 13, 1948.

Springfield State Hospital --

1- Upon the recommendation of Mr. Rennie, the Board approved the following contracts for Springfield State Hospital, payable from the General Bond Issue of 1947:-

Employees' Building - contract with State Use Industries for beds, mattresses, chiffoniers, night stands, chairs, tables.	\$10,071.00
Deferred Maintenance of Plumbing Lines - with Southern Supply Co., for supplies & equipment.	1,693.10
Furnishings & Equipment for Employees' Housing- with State Use Industries, for 1 dresser	30.00
Replacement of Hay & Stock Barns - with Anderson & Ireland, for trolley tracks, etc.	67.20.

(Construction)

(Springfield State Hospital)

- 2- The Secretary brought to the attention of the Board a communication received from Springfield State Hospital requesting approval for the expenditure of \$700.00 from the General Construction Loan of 1947-Furnishings and equipment for Employees' Housing, for furniture for an apartment being made in one of the present buildings of the hospital for a physician, as there are not sufficient funds to construct another doctor's cottage.

The Board approved this request, with the understanding the purchases would be made through the Department of Budget and Procurement.

Spring Grove State Hospital --

The Board approved request of Spring Grove State Hospital, submitted by the Secretary, for permission to purchase one upholstered sofa and one upholstered chair for a physician's cottage on Maple Drive, at a cost of \$301.00, payable from the balance in the Post War Construction Fund for the purchase and construction of five physician's houses on Maple Drive.

State Department of Education - Towson State Teachers College --

- 1- The Secretary brought to the attention of the Board request of Dr. Thomas G. Pullen, Jr., State Superintendent of Schools, for authority to award a contract to Mr. Joseph Ruzicka, in the amount of \$2,154.76, for the re-binding of periodicals and reference books for the library of the Towson State Teachers College, with payment to be made from the General Construction Loan of 1947-Deferred Maintenance and Improvements to School Buildings and Equipment.

The Board approved this request.

- 2- Upon the recommendation of Mr. Funk, the Board approved an extension of the contract between Harry T. Campbell and Towson State Teachers College by \$497.32, for -

Baltimore Transit Co., for relocating a trolley pole	\$ 82.33
City of Baltimore, for relocating fire plug	350.00
Harry T. Campbell, for removing tree	65.00,

in connection with the original contract approved September 29, 1948. Payment is to be made from the General Construction Loan of 1947-Deferred Maintenance to school buildings and educational equipment.

- 3- Upon the recommendation of Mr. Funk, the Board approved contract between Towson State Teachers College and Wilson Electric Co., in the amount of \$304.00, for electrical installations in the Administration Building, payable from the General Construction Loan of 1947-Deferred Maintenance to school buildings and educational equipment.

- 4- Upon the recommendation of Mr. Funk, the Board approved the award of the following contracts for repair and maintenance work at the Towson State Teachers College, payable from the ~~General Construction Loan of 1947-~~ Item #201 of current budget funds:-

Deferred maintenance and improvements to school buildings and educational equipment, with-	
Arts Crafts, Inc., for asphalt tile	\$237.50
Cross Bros., for plastering	86.00
Wilson Electric Co., for receptacles & outlets	122.34.
Improvements to Plumbing Facilities, with-	
Perkins & Llewellyn, for:-	
Plumbing & heating work in new Biology Room	\$240.00
Plumbing installation in book shop & milk bar	166.23
Plumbing installation in Rooms #17 and 19 of the Administration Building	210.76
Additional plumbing work in the Administration Building	38.20.

State Department of Health --

- 1- The Secretary brought to the attention of the Board a communication received from the State Department of Health, dated November 23, 1948, relative to funds available for the alteration, improvements and equipment of the Bacteriology Building and submitted a statement showing obligations for this work against available funds. The statement showed that Federal Funds of \$33,480.00 had been made available to this construction rather than the \$30,000.00 as previously reported to the Board. Attention was called to the fact that additional funds of \$1,824.81 are required to cover the commitments made by the department.

After a discussion of the matter, the Board felt there was nothing to do except advise the department that the additional funds would have to come from the current budget of the State Department of Health as there are no other funds which can be allocated to the department. The Secretary was requested to advise the department to contact Mr. Rennie's office relative to the transfer of these funds from the department's budget to the construction account.

- 2- Upon the recommendation of Mr. Funk, the Board approved extension of existing contract between the State Department of Health and John McShain for alterations to the Third Floor of the department's building in Baltimore, involving additional work of \$1,700.00 for the relocation of considerable laboratory equipment. Funds are available through pending budget amendment of the department's current appropriations.
- 3- Upon the recommendation of Mr. Funk, the Board approved execution of Change Orders #8 and #9 to the contract between the State Department of Health and John McShain for alterations to the Bacteriology Building, in the amounts of \$435.00 and \$133.54, or \$568.54. Funds for this additional expense are available under the Federal Grant allocated for use in connection with this construction work.
- 4- Upon the recommendation of Mr. Funk, the Board approved extension to existing contract of State Department of Health with John R. Crocker & Co., for the installation of heating pipe in the amount of \$47.89, with payment to be made from budget Item #201 of the department's current appropriation.

State House Improvement Loan of 1948 --

- 1- Mr. Funk submitted to the Board as Item #1 of his agenda for today's meeting as statement covering renovation of the new portion of the State House and the Court of Appeals Building, at Annapolis, with detailed figures showing that additional funds of \$37,280.32 are needed for the completion of this work in good order. Mr. Funk requested, in order that there may be funds available to take care of contingencies which will come up during the course of the work until completion, that the additional sum of \$42,000.00 be made available to cover this expense and to supplement the money made available by the bond issue authorized for this work.

The Board approved Mr. Funk's request, with the money to be made available from the unallocated balance in the Post War Construction Fund.

- 2- The Board affirmed its action of September 29, 1948, to defer issuance of bonds as authorized by Chapter 8 of the 1948 Extraordinary Session of the General Assembly, known as the "State House Improvement Loan of 1948", and to submit the matter to the Legislature for the appropriation of funds for these payments of cash from the Treasury, or to include sufficient funds therefor in the new construction loan.
- 3- The Board approved the expenditure of \$132.50 from the "State House Improvement Loan of 1948" to H. G. Trueman for the hauling of furniture from Annapolis to the Solomons Base, this matter being submitted for consideration, by the Secretary.

(Construction)

- 4- Upon the recommendation of Mr. Funk, the Board approved execution of the following changes in connection with the work of Renovations and Alterations to the State House and Court of Appeals Building, payable from the "State House Improvement Loan of 1948":-

John McShain, Inc., for installation of brass hand rail at stairway in the Court of Appeals Building.	\$ 100.00	
John McShain, Inc., for removing old wood molding and patching in west portion of first floor of Court of Appeals Building.	136.13	
John McShain, Inc., for refinishing rostra in Senate and House Chambers, etc.	775.00	
Lloyd E. Mitchell, Inc., for ventilation to the transformer vault in the State House.	1,100.00	
John McShain, Inc., for additional roof repair to the State House Building, due to leaks.	6,873.90	
Blumenthal-Kahn, Inc., for additional work in connection with contract approved September 29, 1948.	14,357.50	
Wm. Baumgarten & Co., for extension of contract for signs, directories, etc.	704.26	
Consolidated Gas & Electric Company, for electric signs, in addition to contract for \$7,085.00.	1,595.00	
Hampshire Corporation, for omitting stripping of certain joints of acoustical tile in Senate and House Chambers.	175.00	credit
John McShain, Inc., for additional painting in Court of Appeals Building; and for asphalt tile for entrance corridor to Senate Committee Room F 3.	320.00	
	66.00	
John McShain, Inc., for various changes as covered in Item #20 of Mr. Funk's agenda for today's meeting.	4,070.00	
John McShain, Inc., for cleaning services in connection with finishing the renovation work. (Item #51-Funk)	7,000.00	
John McShain, Inc., for patching of marble where thermostats and bracket lights were removed in Senate and House Chambers.	375.00	
Maryland Office Supply Co., to correct typographical error in agenda for November 1, 1948. (\$8,336.50 correct)	199.50	credit
Baltimore Stationery Co., to correct typographical error in agenda for November 1, 1948. (\$5,258.50 correct)	1,000.00	
Baltimore Stationery Co., due to cancellation of order for pen bases and desk pads. (\$5,188.50 new price)	70.00	credit
Maryland Office Supply Co., for pens, pen bases, and desk pads. (\$8,504.50 new price)	168.00	
Modern Stationery & Printing Co., for steel filing cabinets for Office of Legislative Reference. (\$2,017.40 new price)	169.45	
Blumenthal-Kahn Electric Co., to correct amount of \$1,901.00 submitted in error November 1, 1948, to read \$190.00.	1,711.00	credit
Lloyd E. Mitchell, Inc., to correct figure of \$62.50 submitted November 1, 1948, to read \$67.20.	4.70	
Baltimore Stationery Co., for additional chairs for the Delegation Offices. (\$5,747.10 new price)	558.60	

- 5- Upon the recommendation of Mr. Funk, the Board approved the award of a contract to Blumenthal-Kahn Electric Co., in the amount of \$1,450.00, for furnishing and installing the fluorescent tubes, bulbs, etc., for the new fixtures installed in the State House and Court of Appeals Building, payable from the "State House Improvement Loan of 1948".
- 6- Upon the recommendation of Mr. Funk, the Board approved the award of a contract to Modern Stationery Co., in the amount of \$2,317.60, for the purchase of sofas for the Senate and House Chambers at Annapolis, with payment to be made from the "State House Improvement Loan of 1948".
- 7- Upon the recommendation of Mr. Funk, the Board approved the award of the following contracts, payable from the "State House Improvement Loan of 1948", for the purchase and installation of furniture, furnishings and equipment for the State House and Court of Appeals Building, as recom-

(Construction)

mended by the Committee of The Legislative Council, the Board of Architectural Review, and the Department of Public Improvements:-

Commercial Controls Company	\$ 70.00
American Shade Company	3,233.70
American Office Equipment Company	360.40
John C. Knipp & Sons	16,700.00
John C. Knipp & Sons, Inc.	282.00
Westinghouse Supply Co.	2,355.00
Whitaker & Co., or Hubbs & Corning	22.50
American Office Equipment Company	22.50
American Office Supply Company	2,677.50
Maryland Office Supply Company	51.00
Modern Stationery & Printing Company	7.50
Lucas Brothers	936.00
Baltimore Soda Fountain Company	7.41
G. L. Price	32.92
General Electric Supply Company	100.38. 24,858.81

8- Upon the recommendation of Mr. Funk, the Board approved an extension of \$33.00 for furnishing one additional electric fixture for the central foyer to the new office for the Assistant to the Governor in the old portion of the State House, to the contract of \$15,117.00 with the Consolidated Gas & Electric Company, with payment to be made from the Post War Construction Fund allotment for these repairs and improvements to the State House.

9- Upon the recommendation of Mr. Funk, the Board approved the expenditure of \$75.00 for repairs to the weathervane atop the Capitol Dome of the State House, Annapolis, by State Use Industries-Maryland Penitentiary, payable from the General Construction Loan of 1947.

10- Upon the recommendation of Mr. Funk, the Board authorized the expenditure of \$75.00 for services rendered by Mr. W. R. Purnell, Jr., in connection with handling paintings and various works of art in the State House, from the Post War Construction Fund allocation for repairs and renovations to the old portion of the State House.

State Office Building - Baltimore --

The Secretary brought to the attention of the Board copy of Resolution forwarded to him by the City Council of Baltimore opposing the purchase of the O'Sullivan Building, Baltimore, by the State.

After a discussion of this matter, it was agreed that a survey would be made to obtain data showing the probable cost to the State of constructing an office building for the State in Baltimore City, for comparison with the option the State has for the purchase of the O'Sullivan Building.

University of Maryland --

1- Upon the recommendation of Mr. Funk, the Board approved execution of a Change Order to the existing contract of the University of Maryland with Electrical Construction Company for improvements to the lighting system in the Anatomical Hall at the University of Maryland-Baltimore Schools, in the additional amount of \$1,107.00, payable from current budget funds.

2- Mr. Funk brought to the attention of the Board the matter of bids received by the University of Maryland for excavation and compacted fill for the Stadium to be constructed at College Park, and being set forth in Item #2 of his agenda for today's meeting.

The Board deferred consideration of request for authority to award a contract for excavation and compacted fill for the Stadium pending some further study to be made of the means of paying for the cost of the Stadium. It was stated by the State Comptroller that while the Board had authorized the construction of a Stadium, at a previous meeting, it was with the understanding that any money to be spent by the State on the project, expected

(Construction)

(University of Maryland)

to come from excess fees of students, would have to be in hand before any contracts would be authorized. At this time the State Treasury is without the fees due from the Veterans' Administration for the school year ended June 30, 1948, and has not received any fees for services rendered Veteran Students in the school year ending June 30, 1949.

- 3- The Board took up for consideration the request received from Dr. H. C. Byrd, President, University of Maryland, for authority to purchase 200 acres of land at \$750.00 per acre, being the Metzert Farm adjacent to the University campus, with payment to be made out of money appropriated in the General Construction Loan of 1947 to the University of Maryland for the purchase of land.

After consideration of the request, the Secretary was instructed to ask Dr. Byrd to advise the Board as to his plans for the use of the land and to furnish the Board with an appraisal from a recognized authority on real estate value as to the value of the land the school desires to purchase.

- 4- The Secretary brought to the attention of the Board letter dated December 1, 1948, from Dr. H. C. Byrd, President, University of Maryland, requesting the Board to officially designate the President of the University to sign the application and other necessary documents to make application on behalf of the institution for a grant of \$435,150 under the provisions of the Hill-Burton Act to assist in the construction of the Psychiatric Unit for the University Hospital.

The Board approved this request and authorized the University of Maryland to advise the Federal Government as follows:-

"Official contracts and documents will be executed accordingly by the President of the University acting upon express written authority from the STATE BOARD OF PUBLIC WORKS which is the official State budgetary control body, charged with control of State construction funds. Authority given by the BOARD OF PUBLIC WORKS is attached hereto and made a part of this Application.

Engineering supervision of the project will be under the CHIEF ENGINEER OF MARYLAND, Executive Officer of the DEPARTMENT OF PUBLIC IMPROVEMENTS, State of Maryland, charged by State Law with the construction, maintenance and repair of such projects.

The Department of Public Improvements has engaged the architectural firm of James R. Edmunds, Jr., Baltimore, Maryland, to prepare plans, specifications and supervise the construction of the facility, under the general project direction of the Chief Engineer of Maryland.

Further, there is available out of the funds appropriated to the University of Maryland, to be used in connection with the construction of the Psychiatric Unit-University Hospital, the sum of:-

Post War Construction Loan of 1945		\$115,000.00
General Construction Loan of 1947		600,000.00
1949 fiscal year budget appropriation for this Unit, to be transferred at the end of the 1949 fiscal year.		550,000.00
		<u>\$1,265,000.00</u>
Less:		
Purchase of land	\$315,000.00	
Survey	<u>1,750.00</u>	<u>316,750.00</u>
Amount available for construction		\$ 948,250.00."

Post War Construction Fund--

The Board formally approved payments which were made by the State Comptroller's

Office from the Post War Construction Fund since the last meeting, as follows:-

Item #8 - Repairs to State House	\$37,202.81
Solomons Base	2,615.57
Clerks of the Works	421.36
Department of Motor Vehicles	3,548.80
Maryland State Police	980.00
Deer's Head State Hospital	50,328.83
Crownsville State Hospital	4,350.50
Spring Grove State Hospital	891.95
Maryland Penitentiary	7,640.05
State Reformatory for Women	11,951.10
Maryland Training School for Boys	<u>148.34</u>
	\$120,079.31.

DEPARTMENT OF CORRECTION - Maryland Penitentiary:

The Secretary brought to the attention of the Board request received from the Department of Correction for the release of \$4,911.48 received into the Fire Loss Property Account for damages to the Shop Building and raw materials and finished articles at the Maryland Penitentiary caused by a fire on November 15, 1947, to take care of the costs for necessary repairs and replacements.

The Board approved this request.

DEPARTMENT OF EMPLOYMENT SECURITY:

The Secretary brought to the attention of the Board report received from the Department of Employment Security for the quarter ending September 30, 1948, showing in detail the taxes collected, the accounts receivable, the liens filed and judgments obtained in tax claims, and a list in detail of the interest waived, the balance of accounts abated and adjusted and the accounts, that, in the opinion of the Board are uncollectible. Approval of this report was recommended by Mr. Aaron A. Baer, Special Assistant Attorney General.

After consideration of the Board of Employment Security's report, it was approved.

DEPARTMENT OF STATE FORESTS AND PARKS:

- 1- The Board approved request of the Department of State Forests and Parks, dated December 6, 1948, for authority to grant a right-of-way across the Green Ridge State Forest at Little Orleans, Allegany County, to the Potomac Edison Company for the erection of a transmission line. This line would run approximately 6,255 feet, for which an annual license fee is to be paid to the State of 16¢ per rod (16½ feet), or fraction thereof, and to save the State harmless from any damage. The Agreement for this right-of-way was approved by The State Law Department.
- 2- The Board approved request, dated December 6, 1948, of the Department of State Forests and Parks for permission to grant authority to the Potomac Edison Company for the erection of power transmission line over and across John Green Tract in Garrett County, LU #146, being land of the United States of America and known as AL-MD-2, under the administration of the department. The company agrees to pay to the State an annual rental of 16¢ per rod (16½ feet), or fraction thereof, for a distance of approximately 3,035 feet, and to erect, construction, and maintain the power line, and to save the State harmless from any damage in connection with same. This Agreement was approved by The State Law Department.

DEPARTMENT OF TIDEWATER FISHERIES:

The Secretary brought to the attention of the Board letter received from the Department of Tidewater Fisheries, dated November 19, 1948, advising of the sinking of the State Boat "Talbot" in Herring Bay on October 6, 1948, and requesting permission to expend \$39.00 to reimburse Capt. William P. Marshall for personal loss of one radio-\$30.00 and one pair of shoes-\$9.00 when the

boat sank.

The Board requested the Secretary to submit the matter to The State Law Department for advice as to whether the Board has authority to grant such permission.

DIVISION OF PAROLE AND PROBATION:

The Secretary brought to the attention of the Board a file of correspondence between the Division of Parole and Probation and the Secretary relative to the allowance of \$35.00 to employees of that department who use their own cars in connection with the State's business, in lieu of the rate of seven cents (7¢) per mile heretofore approved by the Board in such cases. At the same time, the department requested permission to increase this allowance from \$35.00 to \$54.00 per month, in view of the increased costs for the operation of automobiles.

The Board requested Mr. Rennie to look into this situation and report to the Board at a later meeting any recommendation he might have to make in the matter.

GENERAL EMERGENCY FUND:

- 1- The Board authorized the transfer of \$2,500.00 from the General Emergency Fund to Item #208 of the budget of the Executive Department, to take care of payment of invoice of M. Knoedler & Co., Inc., of New York, for the Portrait of John Hart, Esquire, Governor of the Province of Maryland, painted by Herman Van Der Myn.
- 2- The Board deferred action on request of the Secretary of the Maryland Corn Growers and Associated Interests for continuation of the emergency appropriation of \$40,000.00 in the fiscal year 1949, as was done in the fiscal year 1948, pending receipt of further information as to the actual amount expended in the fiscal year 1948 and requested Mr. Rennie to submit the additional information at a later meeting.
- 3- The Secretary brought to the attention of the Board request of the Department of Information for an allotment of funds to take care of the cost of republishing the Constitution, at an estimated cost of \$449.00.

The Governor stated that this expense could be taken care of out of the budget for the Executive Department.

- 4- The Board approved an allotment of \$1,100.00 from the General Emergency Fund to the Real Estate Commission for additional operating expenses to the end of the current fiscal year, as recommended by the Department of Budget and Procurement.
- 5- The Secretary brought to the attention of the Board letter received from the Maryland State School for the Deaf, requesting permission to use tuition money of \$1,000.00 received from two Delaware pupils for General Repairs in the current fiscal year, as Item #201 of the institution's budget contains insufficient funds for all of the necessary and emergency repairs at the school.

After a discussion of the matter, the Board approved an allotment of \$1,000.00 from the General Emergency Fund to Maryland State School for the Deaf, budget Item #201.

- 6- Mr. Rennie brought to the attention of the Board request of Eudowood Sanatorium for additional funds in the amount of \$51,215 for the 1949 fiscal year, to take care of the increased cost of maintaining State patients at that institutions.

After careful consideration of the matter, it was agreed that the costs have increased considerably and that the institution is entitled to some additional assistance. Mr. Rennie was authorized to advise the Sanatorium that a study will be made of the situation, and to assure them that they can look to the State for some further help.

- 7- The Secretary brought to the attention of the Board communication received from The War Memorial Commission, dated December 6, 1948, with budget of salaries, labor, and maintenance of the War Memorial Building for the years

(Dec. 10, 1948)

1948 and 1949, which budget is proportionately maintained by Baltimore City and the State each assuming fifty percent of the total amount. The statement submitted shows that the State's share of this budget will exceed the appropriation by \$2,972.50.

The Board requested the Secretary to refer this matter to the Department of Budget and Procurement for inclusion in the deficiency appropriation of the Supplemental Budget for the fiscal year 1949 to be submitted to the General Assembly at the 1949 Session.

- 8- The Board approved an allotment of \$400.00 from the General Emergency Fund for the Standard Salary Board to take care of salary of \$600.00 approved by that Board for its Secretary on November 8, 1948.
- 9- Mr. Rennie submitted to the Board request of Maryland Training School for Boys for an allotment of additional funds from the General Emergency Fund to take care of operating expenses for the remainder of the current fiscal year, the recommended amount being \$29,563.00.

The Board felt that this request could be included in the deficiency appropriation of the Supplemental Budget for the fiscal year 1949 to be submitted to the General Assembly at the 1949 Session, and requested Mr. Rennie to take care of this.

- 10- The Board approved an allotment of \$700.00 for the Bureau of Mines to take care of the cost of additional artificial breathing apparatus and to repair the present apparatus of the department, out of the General Emergency Fund.

LEASES:

Upon the recommendation of the Department of Budget and Procurement, the Board approved execution of the following leases.

- State Athletic Commission - new lease with O'Sullivan, Inc., for Rooms 1709-10 O'Sullivan Building, Baltimore, for one year from December 1, 1948, at an annual rental of \$1,320.00.
- Comptroller of the Treasury, Alcoholic Beverages Tax Division - new lease with O'Sullivan, Inc., for office 1548 O'Sullivan Building, Baltimore, for one year from December 1, 1948, at an annual rental of \$990.00.
- Comptroller of the Treasury, Income Tax Division - rental of 960 additional square feet in the Pythian Building, Baltimore, from January 1 through April 30, 1949, at a monthly rental of \$150.00.
- State Board of Education - new lease with O'Sullivan, Inc., for offices 1332-34, inclusive, O'Sullivan Building, Baltimore, for one year from December 1, 1948, at an annual rental of \$2,177.00.
- State Board of Education - leases covering in the Lexington Building, Baltimore, to be continued on a month-to-month basis at the same rate, pending the department's removal to another location, with rent to be cancelled as of the end of the month in which the space is released; effective December 1, 1948.
- Department of Employment Security - month-to-month rental of Rooms 1228 and 1229 O'Sullivan Building, Baltimore, at \$65.31 per month, effective July 1, 1948, payable from Federal funds.
- State Department of Health - new lease covering 2 rooms on the third floor at 2612 N. Charles Street, Baltimore, effective for 20 months from November 1, 1948, at an annual rental of \$420.00, with William F. Stone, Jr., as Lessor.
- State Insurance Department, new lease for Rooms 215-222, 226 and 230 of The Tower Building, Baltimore, effective for one year from January 1, 1949, at an annual rental of \$12,432.00. The Tower Realty Company, Lessor.
- Administrator of Loan Laws - new lease with O'Sullivan, Inc., for offices 313-317, inclusive, O'Sullivan Building, Baltimore, effective for one year from December 1, 1948, at an annual rental of \$2,917.50.
- Maryland State Police - extension for one month from December 1, 1948, of lease with the City of Frederick, as Lessee, covering rental of stucco building known as "Old Police Sub-station" located on the Baughman Farm, at a monthly rental of \$30.00.
- Department of Public Improvements - transfer, as of December 1, 1948 and until July 14, 1949, of lease with Real Estate Holding Company for second

(Leases)

floor front suite at 210 E. Lexington Street, Baltimore, from Administrator of Loan Laws, at an annual rental of \$3,000.00.

State Roads Commission - request to renew lease with Maryland Home Title Company for upstairs floor of company's building in Upper Marlboro, at a monthly rental of \$100.00, effective January 1, 1949.

University of Maryland - cancellation as of May 5, 1948 of Farm Labor Program leases covering at Allen (R. J. Chatham, lessor), Berlin (G. Hale Harrison, lessor), Harwood (I. N. Shepherd, lessor), and Preston (Harry H. Rieck, Jr., lessor).

MARYLAND TRAINING SCHOOL FOR COLORED GIRLS:

Mr. Rennie brought to the attention of the Board request of Maryland Training School for Colored Girls for an allotment of funds for employees and equipment to open the new Cottage completed at that institution.

After a discussion of the matter, the Board approved an allotment from Miscellaneous Appropriations No. 7 - Special Contingent Fund to Maryland Training School for Colored Girls, as follows:-

Cottage Supervisor II, for six months	\$1,700.00
Kitchen Supervisor, for six months	715.00
Reclassification of Laundry Worker to Vocational Instructor II, for seven months	240.00
Reclassification of Mechanical Handyman to Chief Engineer II, for seven months	398.00
	<u>\$3,053.00.</u>

MARYLAND TUBERCULOSIS SANATORIA:

The Secretary brought to the attention of the Board a letter dated November 22, 1948, received from Dr. R. H. Riley, Director, State Department of Health, requesting the Board to give consideration to titling the several tubercular institutions individually and distinctively, and making specific recommendations as to the institutions located at Salisbury and State Sanatorium. In his letter of November 22nd, Dr. Riley stated that these institutions are no longer operated as sanatoria but as hospitals, due to changes in methods of treatment of patients which make it necessary to supply a wide program of medical and surgical service.

The Board carefully considered this recommendation and requested the Secretary to consult with The State Law Department as to what authority the Board of Public Works would have in this connection, and make a report at a later meeting.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board letter from General Milton A. Reckord, The Adjutant General of the Military Department, dated November 3, 1948, relative to the matter of payment of traveling expenses for certain employees of the Military Department in going from Annapolis to Baltimore, due to the change in the location of the offices of this department.

The Board requested Mr. Rennie to investigate this matter and report his findings at a later meeting.

STATE EMPLOYEES:

Vacation Leave - The Secretary brought to the attention of the Board several requests which had been received for permission to make payment of compensation in lieu of vacation leave not taken, and after a discussion of the matter the Board declined to authorize the payments requested in the following instances:-

Rosewood State Training School - Albert W. Clark, Administrative Assistant, for 15 days vacation leave;

State Tobacco Warehouse - P. Augustine Wheatley, for 28 days of accumulated vacation as of December 31, 1947; and

Maryland House of Correction - R. Lee Moore, Chief Engineer, for vacation leave earned in 1948.

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(State Employees)

Sick Leave - The Secretary brought to the attention of the Board requests which had been received in the following cases for extensions of sick leave, which requests were approved:-

Rosewood State Training School - Mrs. Virginia Weidman,
from November 1 to March 1, 1949.
State Roads Commission - Andrew Semmes Norris, Chauffeur,
from October 26 to December 1, 1948.
Henryton Tuberculosis Sanatorium - Katie Dorsey, for the
further period of 90 days from January 1, 1949.

Holiday payroll - The Secretary submitted to the Board request of Maryland Training School for Boys for approval to a payroll of \$276.02 for November 2, 11, and 25, 1948, which were worked by various employees of that institution.

The Board approved this request.

Overtime payroll - The Board formally approved payroll submitted by Frostburg State Teachers College in the amount of \$1,336.29, covering overtime worked by various employees of the institution as of October 1948, the need for this overtime being explained by the State Department of Education and the Frostburg State Teachers College.

STATE PROPERTY:

The Secretary advised the Board of receipt of information from the State Tobacco Warehouse of the sale of accumulated scrap tobacco in the warehouse for \$260.30, which amount was deposited in the Union Trust Company of Maryland to the account of the Treasurer of Maryland.

The Board approved the action of the State Tobacco Warehouse in this connection.

Upon the recommendation of Mr. Rennie, the Board approved the disposal of property no longer required in the conduct of the State's business, as follows:-

Cheltenham School for Boys	\$ 1,112.12
Comptroller of the Treasury	546.60
Department of Correction	50.00
Maryland House of Correction	1,957.91
Crownsville State Hospital	200.00
Eastern Shore State Hospital	30.00
Executive Department	1,501.00
Department of State Forests and Parks	1,497.00
Department of Game and Inland Fish	1,201.00
State Department of Health	10,631.00
Maryland State Board of Motion Picture Censors	20.00
Maryland Racing Commission	1,333.00
Maryland State Reformatory for Males	3,194.73
State Roads Commission	20,910.00
Rosewood State Training School	400.00
Spring Grove State Hospital	117.75
Springfield State Hospital	3,595.39
Department of Tidewater Fisheries	72.75
Mount Wilson Tuberculosis Sanatorium	60.00
State Sanatorium Tuberculosis Sanatorium	1,059.79
University of Maryland	56.00
	<u>\$49,546.04.</u>

STATE RECORDS:

The Board approved request of the Department of Employment Security for permission to dispose of certain old records of the department for the year 1943 which are not desired by the Hall of Records for permanent record, being similar to those of previous years which have been disposed of. It is understood that the usual certificate of destruction will be filed with the Hall of Records.

(State Records)

The Secretary brought to the attention of the Board report of the State Income Tax Division as to the destruction of certain old records of that department under legislation authorizing such disposal, dated December 3, 1948.

The Board approved the action of the department in destroying returns filed for the calendar years 1937, 1938, 1939, and 1940 by resident individuals, corporations, non-residents and fiduciaries, these returns having been taken to Baltimore and put through a grinding machine. \$122.25 was received for the old paper.

STATE ROADS COMMISSION:

The Board approved execution of the following instruments by the State Roads Commission and affixed their signatures thereto:-

Deed of temporary easement to the Mayor and Council of Cumberland, for a water pressure conduit.

Deed of easement to the Mayor and Council of Cumberland, granting a permanent easement for the purpose of constructing and maintaining a water pressure conduit.

Agreement between the State Roads Commission and H. E. Koontz Creamery, Inc., whereby the Creamery Company is granted permission to do certain things at the location of the garage lot at Westminster.

Deed conveying to Albert W. Klavuhn and Ruth E. Klavuhn, his wife, of certain land in Allegany County no longer required for the State Roads System.

UNIVERSITY OF MARYLAND:

Upon the recommendation of Mr. Rennie, the Board approved request of the University of Maryland for permission to pay an employe of the Princess Anne College at the rate of \$25.00 per month for the use of his truck to collect mail from the post-office, haul freight from the railroad station, and do other miscellaneous hauling, from current budget funds.

BONDS - Surety:

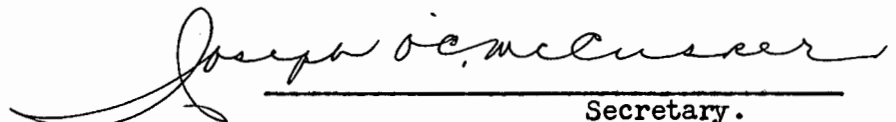
The Secretary brought to the attention of the Board a letter received from Mr. Joseph D. Buscher, Assistant Attorney General, dated December 9, 1948, stating that as a result of a survey of the bonding situation of one of the Maryland Departments it has been determined that a blanket bond could be issued covering all employees in that Department, including a "faithful performance" clause in the amount of \$300,000 at an annual saving of some \$1,500.00, and that if the bond were written for a three-year period, the saving would be in excess of \$7,500.00 for that period. This particular department bonds the employees separately in various amounts.

Mr. Buscher recommended to the Board that each of the State Departments and agencies whose employees are now bonded make a survey of the bond situation in each case with the purpose in mind of bringing their bonding system up to date and in conformity with modern bonding practices, as it is felt that the State would be better protected and the annual premium would be far less than at the present time.

After a discussion of the recommendation in this matter, the Board instructed the Secretary to take the necessary steps to have such a survey made.

ADJOURNMENT:

There being no further business, the meeting was adjourned.


Secretary.

